



Placer County

Wastewater Advisory Committee

Placer County Environmental Health ♦ 11454 B Avenue ♦ Auburn, CA 95603

COMMITTEE BY-LAWS

I. PURPOSE

The Wastewater Advisory Committee (hereafter referred to as the Committee) is established by the Placer County Board of Supervisors, and shall work towards the following objectives:

- A. Development and maintenance of the On-Site Sewage Manual
- B. Application of new on-site collection, treatment, conveyance, dispersal, and disposal technology
- C. Development and oversight system for introducing innovative on-site sewage technology
- D. Development and oversight system for assuring on-site sewage systems are appropriately operated, maintained, and monitored
- E. Future revisions to the On-Site Sewage Manual.
- F. Policies, practices, and procedures to improve protection of public health and delivery of customer service
- G. Other on-site issues as requested by the Director

II. REGULAR MEETINGS

The Committee shall meet regularly on a monthly basis, and no less than quarterly, at the date and time set by the Committee at their first meeting of the year, unless otherwise notified by the Chair. Placer County Environmental Health will arrange meeting location.

III. RULES OF ORDER

The proceedings of the Committee meetings shall be governed by and conducted according to the latest edition of Robert's Manual of Parliamentary Rules, except when State Law takes precedent.

IV. AMENDMENTS

These By-Laws may be amended by a simple majority vote of the Committee members present at any regular meeting of the Committee, if notice of the proposed amendment is contained in the agenda of the meeting.

V. QUORUM

Six members of the Committee shall constitute a quorum and shall have authority to transact Committee business. A quorum shall be established at roll call and shall not be af-

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fectured by member departures during the course of a meeting.

VI. MEMBERSHIP

- A. *Committee Makeup:* Committee members will consist of up to 13 persons selected as follows:
 - 1. One representative of P.A.G.E.S.
 - 2. One representative of Academia
 - 3. One representative of Board of Realtors
 - 4. One representative of Placer County Facility Services
 - 5. One representative for Septage Pumpers
 - 6. One representative of Septic Tank Manufacturers
 - 7. One representative of the Building Industry
 - 8. One representative of On-Site Sewage Consultants
 - 9. One representative of Contractors/Installers
 - 10. One representative of Environmental Consultants
 - 11. One representative of the Placer County Planning Commission
 - 12. Two representatives of the Public-at-Large
- B. *Selection of Members:* All members shall be appointed by the Placer County Board of Supervisors
- C. *Terms of Membership:* Committee membership shall serve two-year terms, although nothing contained herein shall prohibit the Board from re-appointing Committee members for more than one (1) consecutive term.

VII. OFFICERS

- A. The officers of the Committee shall include a Chair and Vice-Chair. The Chair and Vice-Chair may be removed by a simple majority of the Committee.
- B. Elections shall be held at the first regularly scheduled meeting after January 1 each year.
- C. The Chair shall preside over all meetings of the Committee. The Vice-Chair shall preside over all meetings at which the Chair is not in attendance. Should both the Chair and Vice-Chair be absent, the members may select an Acting Chair from committee members in attendance.
- D. The term of office for Chair and Vice-Chair shall be one (1) year. The Chair and Vice-Chair may not serve more than two (2) consecutive terms.

VIII. AGENDA, MINUTES, CORRESPONDENCE, AND NOTIFICATIONS

- A. The Chair and/or the Placer County Environmental Health Director shall determine the agenda for each meeting and notify each member of the Committee. The agenda will be developed as follows:
 - 1. Any committee member or member of the public can request the inclusion of a relevant item on the committee's agenda.

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2. In order for an item to be placed on the agenda for committee action, the item's sponsor must first present the item in writing to the Environmental health On-Site Program Supervisor ten working days before the meeting to allow time for staff analysis prior to the meeting.
 3. Anyone can present any issue to the WAC during the public comment portion of the agenda, but no action will be taken by the committee on the item until it has been identified for action on the agenda.
- B. Meeting agenda shall be posted 72 hours in advance of each meeting in the window at the Auburn Environmental Health Front Office and a copy shall be provided to the Clerk of the Placer County Board of Supervisors for posting on their meeting bulletin board.
 - C. Minutes, notifications, and correspondence shall be the responsibility of the Placer County Environmental Health Director.
 - D. Minutes shall be written summary of the proceedings and shall be kept by the Placer County Environmental Health. Copies shall be transmitted to each member prior to the next regularly scheduled meeting. A copy shall be filed in the Placer County Environmental Health office and shall be available to the public as a matter of record.

IX. CONFLICT OF INTEREST/APPEARANCE OF FAIRNESS

- A. All members shall comply with Article 2.84 of the Placer County Code (Conflict of Interest Provisions).
- B. Members shall file annual financial interest statements (Placer County Code §2.84.070).
- C. Requirements in regard to conflicts of interest are found in the Political Reform Act and enforced by the Fair Political Practices Commission.
- D. Committee members may not make, participate in the making, influence, or attempt to influence a decision in which that committee member has a financial interest. If a committee member has a conflict with regard to an item being discussed, he/she shall state for the record that such a conflict of interest exists, and shall recuse his/herself from further discussion on that matter as a committee member. The committee member may provide comments regarding this item as a member of the public.

X. ORDER OF BUSINESS

- A. Call to Order
- B. Preliminary Items
 1. Role Call and Determination of Quorum
 2. Introduction of Guests
 3. Minutes Review
 4. Correspondence and Public Comment

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- 5. Agenda Review
- C. Action Items

The chair should provide some structure to this portion of the meeting by following a process that allows for:

 - 1. Presentation of the issue by the proponent
 - 2. Clarification and questions of the proponent by the committee
 - 3. Report and analysis by staff, when item has not been initiated by staff
 - 4. Opening for comments by the public
 - 5. Clarification and questions of the public by the committee
 - 6. Closing of public comment
 - 7. Committee deliberation and action
- D. Informational Non-Action Items
- E. Agenda Preparation for Next Meeting

XI. ATTENDANCE

- A. Committee members are required to attend all regularly scheduled meetings. It is the responsibility of members to contact the Chair or the Placer County Environmental Health Director prior to any known absence from a regularly scheduled meeting. Three unexcused absences may result in the Committee formally submitting a petition to the Board of Supervisors requesting that the member be removed from the Committee and a new appointment be made.

XII. PUBLIC MEETINGS AND NOTICES

- A. All meetings of the Committee shall be open to the public.

ADOPTED this 16th day of August 2005.

Placer County Wastewater Advisory Committee

Chair

Vice-Chair